Mass Reappointments in the HCM system allows Preparers to select and process multiple employees to be reappointed at the same time (instead of individually). In addition, the Workflow has been reorganized; transactions entered by department Preparers will be routed through the system to the department Approver. The Approver will be able to review, approve, and submit Reappointment requests directly to the HCM Unit for processing, or return the request(s) electronically to Preparers to resubmit.

# **GROUNDWORK:**

Prior to submitting a Reappointment transaction in the system, Preparers should:

- A. Ensure the End Date of the previous appointment and the Start Date of the new appointment do not overlap.
- B. Old appointment and new appointment are in the same employee class.
- C. Have a signed Reappointment Letter on the department's letterhead that contains:
  - Appointment Start and End Date
  - Job Code and Job Title
  - Compensation amount
  - Short description of duties
  - Hiring Authority's and Employee's signatures

## **STEP-BY-STEP INSTRUCTIONS:**

Navigation:

Manager Self Service> Job and Personal Information> Request Reappointment

Step 1

- Select an Effective Date that most will need to be reappointed. The date will transfer over to the Reappointment Details page

   if for example you are reappointing 10 employees and 2 have different effective dates, the Reappointment Detail page will
   be populated with the date entered; however, the system allows adjustments to be made to the Date Field to accommodate
   date changes.
- **Department ID** this field is optional. HCM Preparers that manage several Dept. ID's within the same Department/Division can enter the Dept. ID number in this field. If a Dept. ID number is not entered, the system will select all eligible employee classes that can be reappointed, under the HCM Preparer's responsibility.
- Click Continue

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# MASS REAPPOINTMENT INSTRUCTIONS – HR PREPARER

**Reappoint Employee Page** – This page will list only those employees that can be reappointed.

### Step 2

- To **Select** employees to be reappointed, **Click** the box next to the employee's name (first column on left)
- Click Continue (top, left tab)

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### Figure 2

**Reappointment Detail Page** – List the employees **Selected** from the previous page to be reappointed. Some information is defaulted from the employee's Job Data Record, while some data needs to be completed.

## Step 3

- Review the **Reappoint Effective Date** defaulted from the first page. Adjust if necessary.
- Enter the new **Reappoint End Date**
- **Reappoint Job Code** defaulted. Adjust (within same employee class) if necessary.
- New Standard Hours defaulted. Adjustments can be made to this field. (Standard Hours/Credit for a Class 7 (PTL) is between 1-15. If the PTL does not have Credits associated with their position, enter 1.0)
- Enter the new Annual Salary Rate
- Location Code defaulted. If employee is changing their Location Code, adjustments can be made on this page. (Figure 3)

## Step 4

- Click on **Job Attachment** (last column on the right)
- Click on Add Attachment
- Click Browse to search for the (Reappointment) documentation to attach Click Open to add the document to be attached
- Click **Upload** to attach document(s)
- The Attachment Type is automatically populated to reflect Reappointment
- Click OK
- Once the Reappointment Letter is attached, the system will automatically check the **Job Attach?** Box (second to last column on the right).

(Figure 4)

## \*Note – A Reappointment Letter must be attached for requests to be submitted for review

# MASS REAPPOINTMENT INSTRUCTIONS – HR PREPARER

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Figure 2

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Figure 3

Step 5

• Click on the **Submit** button, (bottom left tab) to submit Reappointment Requests for Approver review.

Messages have been added to help ensure the data entered is accurate. Some examples are: start and end dates are required, end date cannot be before the start date, new annual rate required for the employee, and reappointment cannot overlap with an existing appointment. If you receive a message Click, the **OK** button; which will allow you to fix the information indicated in the message.



Figure 5

# MASS REAPPOINTMENT INSTRUCTIONS - HR PREPARER

If an employee was **Selected** in error or if a message appears that cannot be corrected, the employee can be removed by checking the **Remove Box**. Only the individual(s) you select will be removed.

- Check the **Remove Box** next to the employee's name
- Click the **Remove Button** at the bottom of page
- Repeat **Step 5** Click the **Submit** button to submit the remaining Reappointment Requests for Approver review

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Figure 6

If a transaction is **Not Approved** by the Approver, the Preparer will receive an email notification. The email will contain comments from the Approver as to why the transaction was not approved.

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#### Figure 7

### **View Reappointment Status**

Navigation:

### Main Menu>Manager Self Service>Job and Personal Information>View Reappointment Status

This page allows the HCM Preparer to see transactions that have been reviewed. Transactions waiting for the department Approver will have the status of **"In Approval Process"**; actions routed to the HCM Unit, the status will state **"HR Review"**; transactions that were Not Approved by the department Approver, the status will reflect **"Denied"**. **The HCM Unit cannot process denied transactions – therefore, the Preparer must resubmit the transaction from the beginning, following the Reappointment Process (Steps 1 through 5)**. Transactions that could not be processed by HCM, the status will reflect **"Cancelled"**; and **"Complete"** for those actions that have been processed by the HCM Unit.

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#### Figure 8

## **Reappointment Status Detail Page**

• Click on the Name of the Employee – the **Reappointment Status Detail** will be displayed.

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### Figure 9